

Plus Required Documentations (planning and admin, etc.)

➤ Payroll Expenditures

- Operating Agency Payroll Summary
- Time Report or Bi-weekly Time Report
- Name of employee
- Budget position title of employee
- Pay period reimbursement requested
- Payroll date
- Hours worked per employee
- % of employee's pay or number of hours CDA is to pay
- Total amount requested for each employee
- Total amount requested for all employees reimbursed under CDA contract
- Copies of the payroll registers
- Copy of staff time reports signed by both the employee and their supervisor.
- Copy of original invoices for health, life, dental or retirement benefits

➤ Consultant/Contractual Services, Construction and/or Property Improvement or Acquisition

- Subcontract report form
- Itemized invoice for services rendered
- Approval from CDA

➤ Mileage

- Completed automobile mileage report w/ beginning and ending odometer readings at \$0.535 cents per mile
- Flat rate approval

➤ Housing program loans or forgivable loans

- Contract/Proposal
- Payout order
- Invoice
- Deed of Trust
- Promissory Note
- Right of Rescission
- Copy of City Assessor's office record of ownership
- Code of Violation letter (if applicable)
- Copy of Lead Clearance Test and Lab results indicating that the clearance results met the Federal thresholds
- Death certificate or divorce papers if name(s) on legal documents are different from what is recorded in the City Assessor's Database

➤ Telephone / Utilities

- Copies of all pages of the bill
- Long Distance marked as "Business" or "Personal"

➤ **Cell Phone**

- Authorization from CDA
- Phone Allowance rate per authorized user
- High end : \$59.45
- All other users : \$28.10

➤ **Office rent**

- Copy of Lease agreement on file
- Invoice if available

➤ **Equipment / supplies**

- Approval from CDA if \$1,000 or over (includes accumulated total)
- Invoice
- Purchase requisition and/or Purchase Orders (if applicable)

➤ **Bonding/Insurance**

- Invoice for coverage, annual, quarterly or monthly